

**STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION**

**TRAINING OFFICER  
CLASSIFICATION SERIES**

**I. INTRODUCTION**

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Adm. Code, for making classification decisions relative to present and future positions which develop, promote, conduct, implement, and evaluate training programs within state agencies or training programs provided to other public and private sector organizations and individuals outside of state government. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that result from changing program emphasis in the future; rather, it is designed to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification series encompasses positions which develop, promote, conduct, implement, and evaluate training programs within state agencies or training programs provided to other public and private sector organizations and individuals outside of state government.

C. Exclusions

Excluded from this classification series are the following types of positions:

1. Positions which, for a majority of the time, perform duties which are more appropriately classified as Training Director.
2. Positions which, for a majority of the time, perform duties which are more appropriately classified as Training Coordinator.
3. Positions which, for a majority of the time, perform duties which are more appropriately classified as Training Officer - Confidential.

4. Positions which, for a majority of the time, perform duties which are more appropriately classified as Training Officer Supervisor.
5. Positions which, for a majority of the time, perform duties which are more appropriately classified as Training Supervisor.
7. Management, professional, and supervisor positions, as defined in s. 111.81, Wis. Stats.
8. All other positions that are more appropriately identified by other classification specifications.

D. Entrance Into This Classification Series

Employees enter positions at both levels within this classification series by competitive examination.

## II. DEFINITIONS

### TRAINING OFFICER

Positions allocated to this classification develop, promote, conduct, implement, and evaluate training programs within state agencies or training programs provided to other public and private sector organizations and individuals outside of state government. Positions prepare and conduct programs for employee orientation, basic supervision, public relations, safety and other program areas; arrange for and coordinate the presentation of basic technical, professional, supervisory and administrative support training; develop and provide classroom, on-line, and other forms of training; analyze and identify training needs; prepare manuals, bulletins, and training materials; review training programs and recommend changes and modifications; develop agency wide training programs, policies and procedures; develop standards for agency internships, on-the-job training and work study programs; develop training inventories and performance evaluations; train other trainers; represent the agency on the statewide Training Council; and may coordinate the work of other Training Officers. Work is performed under general supervision.

### TRAINING OFFICER – SENIOR

Positions allocated to this classification develop, coordinate, and administer training programs of divisions or agencies involving stipend and tuition refund programs, benefit programs, management development, supervisory training, technical skills training, engineering or other areas of professional training, student or intern training, and continuing education training. Positions exercise considerable independent judgement in making decisions regarding the nature and content of agency programs. Personal contacts are with the highest level managers within the agency to develop the training objectives of the agency and identify organizational training needs. Positions direct an agency training program, act as a training consultant for other state agencies, and participate in planning and budgeting for staff development. Work is performed under general supervision.

## III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed, and by an

identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

#### **IV. ADMINISTRATIVE INFORMATION**

This classification series was created effective November 1965.

This classification series was collapsed and created effective May 18, 2003 and announced in Bulletin MRS-SC-158 as a result of the WPEC Broadbanding and Class Collapsing Study.

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